

## **AUDIT DIRECTOR 1**

### **SUMMARY:**

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget over \$3 billion.

Under direction, is responsible for professional auditing work of considerable difficulty and managerial and supervisory work of average difficulty; and performs related work as required.

### **EDUCATION/EXPERIENCE:**

A bachelor's degree in Accounting, with the ability to sit for CPA exam. Additionally, experience equivalent to five or more years of full-time professional auditing and supervisory work.

OR

A Certified Public Accountant with the State of Tennessee and experience equivalent to four years of full-time increasingly responsible auditing and supervisory work.

Master's Degree and experience in public sector a plus.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and directs auditing activities for a department with a moderate-sized auditing staff, and complex and diverse programs; directs financial, compliance, program and/or operational audits for the department.
- Directs the assignment, training, supervision and evaluation of a moderate-sized professional auditing staff and their work; makes decisions concerning employment, retention, demotion, dismissal and other human resources actions.
- Directs the development, explanation, interpretation and enforcement of state and federal laws, rules and regulations, audit policies and procedures and operational procedures; makes decisions on recommendations for change; resolves differences in legal interpretation and application.
- Directs the coordination of departmental audit activities with the Comptroller of the Treasury and other state and federal agency audit personnel.
- Establishes and maintains a variety of important personal contacts with division heads, high level managerial personnel, governmental and private agency officials, attorneys, accountants and associates in resolving and correcting major problems uncovered in audits and in dealing with complex and controversial audit findings.

- Directs the preparation and maintenance of detailed and complex audit narrative reports and supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies, and recommends methods for improvements.
- Directs special studies and investigations as requested by the department head.

**SKILLS:**

This position requires:

- Competencies in: listening, personal integrity, trust, ethics, values, time management, oral and written communications, composure, approachability, planning, prioritizing, learning, comfort around senior management, and business Acumen.
- Advanced knowledge of: auditing principles and practices, accounting principles and practices, mathematics (Algebra, Statistical Sampling), basic knowledge of office productivity software (Microsoft Office Suite), knowledge of administrative and management principles and theories, clerical procedures, personnel management and human resource policies as it pertains to supervision, coaching, and mentoring practices.
- Advanced skills in: reading, writing, monitoring, quality control, systems analysis, public speaking, active listening, critical thinking, time management, social perceptiveness, and service orientation.

**COMPENSATION INFORMATION:**

Commensurate with qualifications.

**Eligible applicants may send resumes to:**

Luciana Fuller

Program Integrity

TN Department of Human Services

400 Deaderick Street, Citizen Plaza Building

Nashville, TN 37243

[Luciana.Fuller@tn.gov](mailto:Luciana.Fuller@tn.gov)